



Software Help Sheet 16:

**C-1 Congregate Meals Service Delivery Through
Consumer Groups**

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SAMS C-1 Congregate Meals Service Delivery

Background

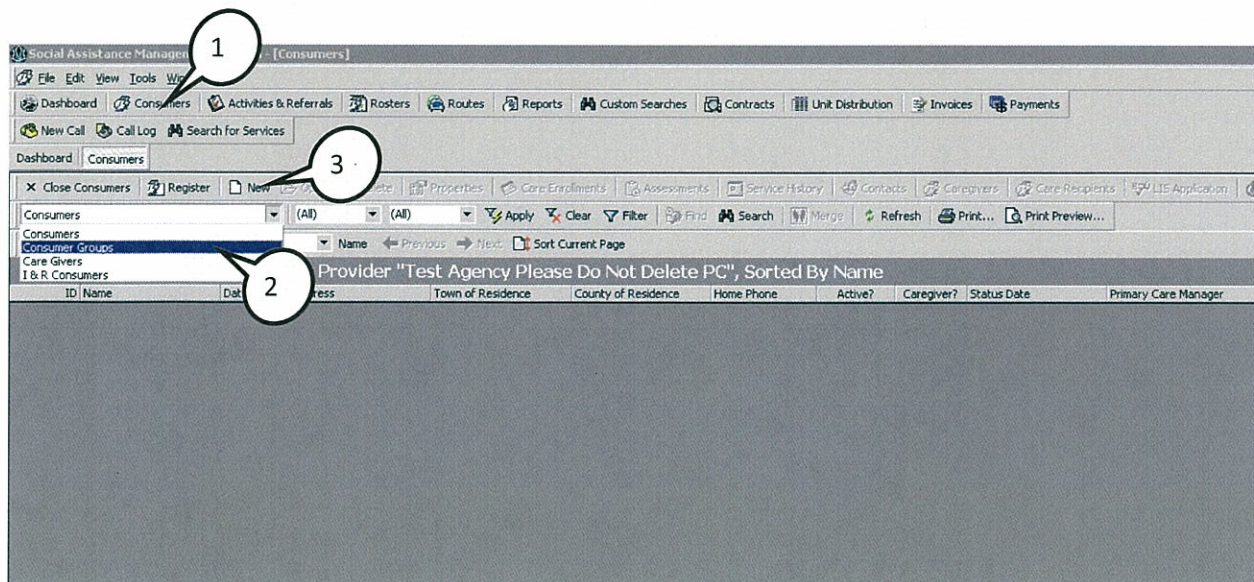
The California Aging Reporting System (CARS) was instituted, by the California Department of Aging, (CDA) on July 1, 2008. This new system was implemented to gather the detailed client and service data required for the National Aging Programs Information System (NAPIS).

Per the Program Memo - "CONSUMER GROUPS POLICY AND PROCEDURES", distributed on May 7, 2009, providers were instructed to use the SAMS application to input C1 Congregate Meals client and service delivery detail data. In some instances, that are defined in the program memo, providers may enter aggregate counts for C1service delivery. This Help Sheet provides guidance on how to accomplish this task in the SAMS application.

Service Delivery Through Consumer Groups

To deliver C-1 Congregate Meal units through the consumer group functionality in SAMS the following steps have to be taken.

1. From the SAMS Main Menu select **Consumers**.
2. You will be creating a consumer group for the billable service units that were delivered to the aged consumers. Select **Consumer Groups** from the drop down menu.
3. Select **New**.



4. Add a name to your consumer group in the description field.
5. Ensure that the **Date Registered** is on or before the delivery of the service
6. Add the **Care Enrollments**
7. Ensure that the **NSIP Meals Eligible** is set to "Yes"
8. Select an **Eligibility Type**

Social Assistance Management System - [Untitled - Consumer Group]

File Edit View Tools Window Help

Dashboard Consumers Activities & Referrals Rosters Routes Reports Custom Searches Contracts Unit Distribution Invoices Payments

New Call Call Log Search for Services

Dashboard Consumer Groups Untitled - Consumer Group

Close Consumer Groups Save Save and Close

Untitled

Contents

- Summary
- Details
- Service Orders
- Service Delivery
- Activities & Refer...
- Consumer Journal

Untitled - Details

General

- Ethnic Races
- User Fields
- Care Enrollments (1)
- Fund Identifiers
- Providers

Personal

Description

Date Registered 06/04/2009

Gender

Age

Residential Address

NAPIS

Status

Care

Characteristics

Abused/Neglected/Exploited No

Severe Impairment No

Homebound No

Medicare Eligible No

Receiving Social Security No

State Resident Yes

Tribal No

US Citizen Yes

NSIP Meals Eligible Yes

Eligibility Type

Language English

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9. Select **Service Delivery** to add a service to the selected consumer group.
10. Select the **Nutrition Care Program**.
11. Select **III C1 American Style** (or any of the other III C1 congregate meal services)
12. Enter the correct **Fund Identifier**.
13. Enter yourself as the **Provider**.
14. Input the **Units** of service.
15. Enter the date of the service delivery by selecting **Daily Unit Details**. Ensure that you entered the appropriate unit count for each calendar day that the meals were delivered.
16. The **Total Cost** will then appear correctly.

Social Assistance Management System - [CSS Test, AAA - Consumer]

File Edit View Tools Window Help

Dashboard Consumers Activities & Ref Posters Routes Reports Custom Searches Contracts Unit Distribution Invoices Payments

New Call Call Log Search for Services

Consumers CSS Test, AAA - Consumer

X Close Consumer Save Save and Close Add Service Edit Service Copy Service Delete Service Use Service Template New Service Template Find QuickEdit Apply X Close

CSS Test, AAA 1366431826 Unknown Unknown Print Service Print Preview Service Grand Total Only Filter Clear Filter

CSS Test, AAA - Service Delivery

Service	Provider	Care Program Name	Service Period	Topics Type	Unit Price	Total Units	Created By	Updated By	Created	Site
Service Delivery										
Care Program										
Service Category										
Subservice										
Fund Identifier										
Topics	(0 Items)									
Service Month	07/2008									
Agency	Los Angeles County AAA									
Provider										
Subprovider										
Caregiver										
Care Recipient										
Site										
Place of Service										
Units	1.00									
Unit Price	\$0.00									
Daily Unit Details	(0 Items)									
Total Cost	\$0.00									
Caregiver Service Delivery										
Diagnosis Code	(None)									
Service Order										
Comments										

0 Items

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17. Select **Save and Close** from the menu.